

VETERANS INFORMATION PORTAL REGISTRATION

Before you begin, have ready:

- Lender identification number
- Social Security Number
- E-mail address

The website is <http://vip.vba.va.gov/>.

1. Click on "**Register**". (Located on the left-hand side of the screen.)
2. Next screen will show all of the programs you are registering for. "**Click here to register**" is located at the bottom of the screen.
3. Input all required information. When the "**Lender**" box is checked, you will be asked to input your lender ID number and the "**Lender PIN**". The PIN is usually comprised of the last four digits of the ten-digit ID number. Click "**submit**".
4. The system will generate a user name (first name.last name) and password for you. The password is case sensitive. Write it down exactly as it is shown on the screen. Better yet, print the screen.
5. Get out of the screen and go back into <http://vip.vba.va.gov/>. Enter your user name and password in the "**VIP sign in**" boxes.
6. When you log on for the first time you will be asked to change your password. The password must be at least eight characters long. The password must consist of a combination of:
 - a. One capital letter
 - b. One small letter
 - c. One number or one special character (i.e. ! @#, etc.)
 - e. Cannot be a word found in the dictionary
7. Do not share passwords! Each user should have their own user name and password.